

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 1114.2

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TITLE:	Refrigerator and Freezer Unit Use and Monitoring
SCOPE:	Research and Animal Program Personnel
RESPONSIBILITY:	Facility Manager, Surgical Core Manager, All Animal Program Personnel
PURPOSE:	To Outline the Proper Procedures for Use and Maintenance of Refrigerator/Freezer Units.

I. PURPOSE

1. This procedure outlines the use and maintenance/monitoring of refrigeration/freezer units located within the animal facilities.

II. RESPONSIBILITY

1. It is the responsibility of the Facility Manager in conjunction with the Surgical Core Manager to ensure that equipment is appropriately cleaned, maintained in good working order, and available to research personnel as requested.

III. EQUIPMENT USE

1. All refrigeration/freezer units should be regularly inspected and kept clean.
2. Food and beverages for human consumption will only be stored in refrigerator/freezers located in designated employee break rooms.
3. All reagents, biological samples, animal diets, carcasses, or any substances requiring refrigeration will be placed in an appropriate container to prevent the possibility of spills, leakage, odors, or spoilage prior to storage in a refrigerator/freezer unit.
4. Bottles, tubes, and containers with a cap or top must be stored in an upright position and in such a way to insure their stability.
5. All reagents, biological samples, animal diets, carcasses, or any substances .639 eE

6. Canned foods and special animal diets once opened should be appropriately covered and dated to ensure against contamination and spoilage during storage. Perishable food items having been opened more than 10 days will be discarded.
7. Reagents, animal diets, samples, containers or carcasses not properly labeled will be considered the property of Comparative Medicine and may be utilized or disposed of at the discretion of the Facility Manager.
8. Explosive, flammable, or corrosive substances are not to be stored in general-purpose refrigerator units and should be stored in laboratory refrigerators specifically designed for that purpose.

IV. EQUIPMENT MONITORING

1. The Surgical Core Manager and the Facility Manager are responsible for the monitoring of refrigerators and freezers located within animal facilities and used for the storage of reagents, pharmaceuticals, biological samples, animal diets, or other substances that require specific environmental temperature control and could affect